



SAN BRUNO PARKS & RECREATION COMMISSION
MINUTES

May 19, 2010

Chair Pierce called the regularly meeting of the San Bruno Parks and Recreation Commission to order at 6:29 p.m.

Intern Jason Erickson led the Pledge of Allegiance.

PRESENT AT MEETING – Commissioners: Chair Pierce, Vice-Chair Greenberg, Bower, Davis, Lara, Marshall, Nigel, Stanton and Zamattia. Staff: Schwartz, Brewer, Mattias, Mines and Intern Erickson.

MINUTES: **MSC Nigel/Stanton to approve the Minutes of the March 17th meeting with the correction of (pg. 2 – 2.b Commissioners Reports) Jr. Giants sign-ups were on Saturday. Chair Pierce abstained.**

A. UNFINISHED BUSINESS:

1. Committee Projects

a. Master Fee Schedule – Discussion included:

- Including past practice incentives for programs and offering new promotional discounts where enrollment has been low in the past. Commissioners felt that this would be a good idea-boosting enrollment with no additional cost to City.
- Charging \$20 an hour to reserve open space areas for special events i.e.; Children's Day in the Park, tournaments or large non-profit groups that would like to rent field areas in parks. Commissioners thought this practice would not allow for much free use of park space by the public and recommended against the idea. *(This fee was not included in the final copy sent to the City Council)*
- Finalizing fee charged for rental of the Senior Center Assembly Room. **Intern Erickson** reviewed the fee study he conducted of facilities in the County with capacities of 150 to 500 people. After a few clarifying questions, **Chair Pierce** welcomed **Recreation Supervisor Mines** to the meeting. Mines said that the seniors use the facility and the money from events such as Bingo, fundraisers and Sunday dances are given back to the City. She also noted that the Center is not available often due to the use by non-profit groups. **Commissioner Greenberg** stated that the Pee Wee baseball dance, held at the Senior Center in the past, has been moved to Hennessey Hall and asked how many private functions are held at the Senior Center. Mines stated that the number of rentals has dropped over the years and it is now only a couple each year. Greenberg said that the City does not make much money on the non-profit groups. **Director Schwartz** pointed out that the fee for non-profit groups listed in the MFS does not include the Building Attendant fee and that staff should begin to charge that immediately. **Commissioner Davis** asked if all of the rental fees go to the General Fund or if some percentage are set aside for maintenance. She also recommended lowering the fees for rentals that do not include use of the kitchen. **Chairman Pierce** suggested lowering the price of a

6-hour rental to \$900. Mines said that most rentals use the facility for 8 hours, but discussion continued on a 6-hour rental because that was included in the survey. Greenberg asked Mines for a recommendation on fees. Mines said that \$110/hour for 6 hours, plus a \$250 cleaning fee was appropriate. **MSC Marshall/Nigel to offer private party rentals for \$110 per hour, not including cleaning fee, for a minimum of 6 hours and excluding the use of the kitchen.**

- b. **Donor Recognition Sculpture – Director Schwartz** announced that the Ad-hoc Committee met two weeks ago at the site where the sculpture would be placed and now would like to meet with Artist in the first couple weeks of June. **Commissioner Davis** said that they now would like to meet with the artist to get clarification if sculpture could be altered and to get a better idea if sculpture could then be worked to make a better fit into area. She also asked for ideas or to bring pictures of memorials that have been seen and liked.

B. COMMUNICATIONS: None

C. PUBLIC COMMENT: None

D. NEW BUSINESS:

- 1. **Elections of Commission Officers:**
MSC Marshall/Davis to nominate **Vice-Chair Greenberg** for Commission Chairperson. Approved unanimously.
MSC Davis/Nigel to nominate **Commissioner Marshall** for Vice-Chairperson. Approved unanimously.
- 2. **Director Schwartz** suggested forming an Ad-hoc Committee to develop the PRC Annual Report to City Council scheduled June 8th. **Chair Pierce** asked staff to put together a list of items the Commission worked on over the last twelve months. **Commissioner Davis** prepared the PowerPoint presentation last year and agreed to work on the new version. **Director Schwartz** will set up a meeting of Commissioners Pierce, Greenberg, Davis and Bower to prepare report. *(The presentation was moved to the June 22nd Council meeting on request of the City Clerk's Office)*

E. REPORTS:

- 1. **Staff Reports:**
 - a. **Director Schwartz** reported:
 - i. Catalpa Park is well underway; equipment is in place, area has been leveled, curbing is in. Basketball area will not be done until summer.
 - ii. Paving of City Park Way will take place in a couple of weeks. Park access will be closed for 5 days while work is being done. *(Work was done June 7 to 11)*
 - iii. Two weeks ago, a large Eucalyptus tree fell in City Park hitting three parked cars with no injuries. City has had an Arborist come out and survey trees along Crystal Springs from Senior Center down to park entrance and should receive the report tomorrow. Staff will also be performing regular pruning maintenance. **Commissioner Davis** asked who owns the trees on the North side of Crystal Springs Road. **Commissioner Nigel** complimented Parks staff on the scene for uncovering the cars and handling situation in a fast and effective manner.
 - b. **Intern Erickson** gave an update on the Dog Park Brochure. He currently has information on twenty dog parks in San Mateo County and distributed a draft of how a page will look.

2. Commissioners Reports:

- a. **Youth Representative Bower** announced that Capuchino's Swim F/S Girls are Champions taking 1st place in PAL finals. F/S boys, Varsity Girls & Varsity Boys all placed 4th, and a great way to end the season!
- b. **Commissioner Stanton** announced that he is moving and will be resigning the Commission. Next month will be his last meeting.

F. ADJOURNMENT: With no other business to be conducted, **Chair Pierce** adjourned the meeting at 8:50pm.

Respectfully Submitted,

Jackie Mattias
Executive Assistant